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JUL 1973

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : Office of Personnel Report - Week Ending
6 July 1973

1. Job Search for Separatees: In order to cover all bases in our efforts to assist those leaving the Agency to find other employment, we are reviewing responses to six- and twelve-month follow-up letters sent to our retirees. The objective is to identify companies in which retirees already are working and to sound the companies out on their interest in hiring new employees. We might, in some instances, contact the employed retirees for a "reading" on job possibilities for new retirees.

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2. Change in Regulations--Jury Duty: We have completed a suggested revision to [REDACTED] authorizing retention by the employee of amounts paid for traveling expenses in connection with jury duty. Also completed a notice setting forth that payments received for jury service in the Courts of Calvert, Charles, Prince George's and St. Mary's in the State of Maryland are to be regarded as being for travel expenses rather than for jury duty per se.

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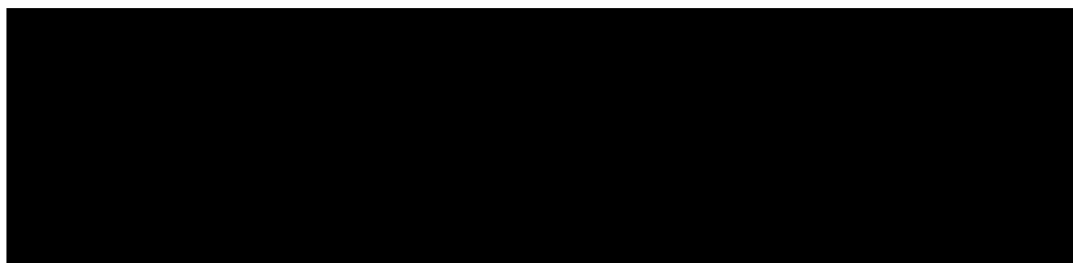
3. Agency Officer Honored: On the occasion of [REDACTED] retirement from the Agency as Chief, Mobilization and Military Personnel Division and his final visit with the Director of Selective Service, [REDACTED] was awarded the Selective Service Exceptional Service Award by the Director of Selective Service in recognition of the excellent working relationship that existed for many years between [REDACTED] representing the Agency, and the Selective Service System.

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4. Rehired Annuitants: During the week I approved the following retired annuitant cases for the DD/M&S components:

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5. Quality Step Increases: During the Fiscal Year 1973 there were 512 Quality Step Increases granted. This is 65 more than during FY 1972 but 15 under the record number of QSI's granted in FY 1971.

6. File Purge: The Files Section's summer purge of Official Personnel Files on separated employees has been in process for six weeks and is about 80 percent completed. Eighty boxes of files have been purged and reduced to 58 boxes. It is anticipated that the entire purge on separated employee files should be completed by 13 July 1973.

7. Position Management:

a. The survey report for the Office of Communications Communications Division is being developed.

b. The audit phase of the Office of Economic Research survey has been completed and the survey report is now being prepared.

c. A meeting was held with the Executive Officer to the DD/M&S to discuss the details involved in the change of all M&S Career Services to M or to M with a suffix designating office or function.

8. Voluntary Investment Plan (VIP): Cash contributions to the VIP hit an all-time high with \$24,875.00 having been contributed during this pay period. Most of this "input" was the result of retirees investing to their full eligibility of 10 percent of basic salary during the period of their participation.

10. Equipment Savings: As a result of the reorganization of the Military Personnel Branch, nine four-drawer safes will be turned in to Logistics as excess.

11. Exit Processing: A total of 386 individuals physically departed the Agency during the week of 25-29 June with 375 checking out on Friday, 29 June. Of this group 340 were retirees and 46 were resignees.

12. Bloodmobile: A total of 154 Agency employees donated blood on 3 July. Although 226 personnel had been scheduled to donate blood, only 132 reported. Walk-ins, though, saved the day.

13. Suggestion and Invention Awards: FY 1973 was a record year for the Suggestion and Invention Awards Program with respect to the following: Total cash awards paid--\$38,285. (This is 62 percent above FY 1972 and 26 percent above the previous high year of 1970.) A total of 193 awards were approved (175 cash and 18 certificates). In FY 1972 the total awards amounted to 109 (cash awards 93 and certificates only 16). Eighty-five percent of the suggestions received were eligible for an award and 42 percent of the eligible suggestions were adopted. (The Government-wide adoption rate has been about 25-26 percent.)

14. Redskins Tickets: The last 100 tickets to the Denver Broncos pre-season game have been comparatively difficult to sell. We expect the last 40 tickets to be sold by the close of business 6 July.

Coming Events

Next Week's Activities

1. Briefings of the Director of Personnel and Deputy Director of Personnel will be continued.

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3. [REDACTED] will conduct a two-hour briefing of co-op students on Thursday, 12 July 1973.

/s/ John F. Blake

John F. Blake
Director of Personnel

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OD/Pers [REDACTED] jmm (6 July 73)